8 September 1971

MEMORANDUM FOR: Historical Officers and Writers

SUBJECT   : Security in the CIA Historical Program

REFERENCE   : Memorandum from Executive Director-
                 Comptroller to Deputy Directors, 27
                 July 1971

1.   The maintenance of security has been and con-
tinues to be a prime objective of the CIA Historical
Program. In furtherance of this objective this memo-
randum establishes procedures to place even greater
emphasis on the security of the Program, in accordance
with the policies stated by the Executive Director-
Comptroller, referenced above. Under these procedures
each component will continue to be responsible for
safeguarding histories in progress and completed his-
tories and for limiting access to such histories in
accordance with the need to know. Historical officers
and writers in each component will insure that measures
are taken to comply with these objectives as provided
below.

2.   Semiannual Audits of Histories

a.   Historical officers of components within
the Office and the Area of the DCI, of deputy
directorates, and of components within directorates
will insure that custodians for their components
maintain a log of all histories in their custody
(Form 3434), showing the title, the volume number,
the control number, the copy number, and the loca-
tion. Custodians will maintain the log on a cur-
rent basis and enter therein the names and compo-
nents of all persons granted access to such his-
tories, together with the dates of access.

b.   In January and July of each year every
historical officer of a component within a direc-
torate will make a physical audit of all histories
for which his component is responsible, to review

and verify the information shown in the custodial log. He will then transmit through his component to the historical officer of the directorate a xerox copy of the log, together with a statement certifying that the log has been inspected and is an accurate inventory of the histories for which the component is responsible (Form 3435). In the case of histories held within the office of a directorate, the historical officer of the direc- torate will similarly review, verify, and certify such information. In the Office and Area of the DCI this audit will be performed by the component historical officer who will make his certification to the Chief of the CIA Historical Staff.

c. In order to review the effectiveness of these security procedures, the Chief and Deputy Chief of the CIA Historical Staff may as they deem necessary, also inspect the custodial logs.

3. Protection and Disposition of Draft Histories

a. Historical writers will insure the security of histories in preparation and will take precautions that histories transmitted for review will be hand carried and receive Eyes Only handling. Each writer will maintain a record of all persons to whom he provides draft histories for review and coordination. (Form 3434 shall be used for this purpose.)

b. Normally, all preliminary, partial, and final drafts will be destroyed when a history has been accepted into the CIA Historical Program and published in final form. All such drafts will be transmitted for destruction to the component his- torical officer, who will maintain a log of drafts destroyed (Form 3436), showing the title, author, component, copy number, and date of destruction. The historical officer of the component will trans- mit a xerox copy of the record of destruction for each draft destroyed during the semiannual reporting period to the appropriate person as described in Paragraph 2b above.

c. When there is a valid requirement to preserve the draft of a completed history, the draft will be registered and controlled as if it were an extra copy of the finished history. It will be included in the log and reported in the semiannual audit.

4. Extra Copies of Completed Histories

The number of copies of a completed history will normally be determined by the degree of sensitivity of the history and the number of components which have participated in its preparation. Where more than four copies are required, permission to make them must be secured from the deputy director or his designee of the directorate responsible for preparing the history. The component historical officer will inform the Chief of the Historical Staff of the number of copies authorized and the extra copies will be registered in the log of completed histories held by the component of origin. These extra copies will be inventoried in the semiannual report.

5. Access to Completed Histories

The intent of these instructions is to maintain the security of draft and finished histories. Nothing in this memorandum is to be construed as diminishing the access to histories by personnel who have a need to know. It will continue to be Agency policy to encourage the use of histories consistent with their sensitivity and the need to know principle.

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Howard M. Ehrmann
Chief, CIA Historical Staff

Concurrence:

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L. K. White   8 Sept. 71
Executive Director-Comptroller

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(When Filled In)

CIA HISTORICAL PROGRAM

Custodial Log

TITLE	DIRECTORATE
	COMPONENT
	PROJECT NO. (if draft)
VOLUME NO.	PUBLICATION NO. (if published)
LOCATION (Building and room)	COPY NO. OF

ACCESS RECORD

NAME	COMPONENT	DATE OUT	DATE BACK

FORM   3434

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

SECRET
(When Filled In)

CIA HISTORICAL PROGRAM

Semiannual Audit of Histories

I certify that I have compared the attached inventory of histories

with the actual holdings of the _____ and find
COMPONENT

the inventory to be accurate except as stated below.

_____
NAME

_____
TITLE

_____
DATE

EXCEPTIONS AND REMARKS

GROUP 1
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

SECRET

SECRET

(When Filled In)

CIA HISTORICAL PROGRAM

Record of Destruction of the Draft of a Published History

I certify that I have destroyed _____ draft copy(s)

INDICATE NUMBER

of the following published history and that to the best of my knowledge no

other draft copies exist:

Title of History _____

_____

Author _____

Directorate _____

Component _____

Remarks _____

_____

_____

_____

_____

NAME

_____

TITLE

_____

DATE DRAFT DESTROYED

GROUP 1
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

FORM
9-71 3436

SECRET